

“**Acclaim** with
Accuracy & Aptness”

with
Employee
Self
Service
(ESS)



MYHRMS

Strategic Human Resource Management



MyHRMS is simplified web based solution for complex HR Management which offers wide range of features including Employee Self Service (ESS). Most of the HR professionals spend their time in Operational activity which delays some important strategic decisions. This comprehensive HR solution helps in making strategic decision effectively.

Key Benefits

It has following Key Benefits:

→ **Meets your Business Requirements**

It consists of variety of HR modules and features which will satisfy your current business requirement.

→ **Productive Solution**

Our HR Solution cuts down the effort and transaction cost faced by the most of the HR department and makes employee more productive.

→ **Effective and Timely Decisions**

Accurate, up to date and timely available information leads to effective and timely Decisions.

→ **Faster Implementation.**

Our Product requires less implementation time having simplified solution which provides the better chance of project success.

→ **Web Based Solution**

The solution works well within the organization and outside the organization having facility of implementing on internet, intranet or VPN.

→ **Multi Company and Multi Locations**

The solution provides the management of multiple company and multiple locations.

→ **Highly Flexible Solution.**

We give complete modularize solution for each HR functions. So, you can choose the HR functions as per your needs. Also we can give different type of packages which can be completely customized as per your needs.

→ **Customized Solutions**

The HR processes are very dynamic in nature. So, for your growing business we can customize as per your business needs.

→ **Integration with Third-Party Applications**

Our application can easily integrate with 3rd Party application.



It has following

HR functions & features:



→ Organization Structure

- Define Company and Location
- Define Department and Designation
- Define State and Area

→ Roles and User Management

- Create Roles with Privileges like View , Add , Delete and Edit
- Create Users and assign roles, company and location.
- Roles such as Payroll Admin, Time Keeping Admin, PMS Admin, ESS (Employee Self Service view), MSS view (Managerial self Service View), Guest, SUPER USER Or HR HEAD View.

→ Employee Information

- General Information
- Academic Information
- Experience Information
- Leave Information
- Training Information
- Compensation Information
- Job Profile

→ Organization Chart

- Department wise Organization Chart
- Designation Wise Organization Chart
- Manager Wise Organization Chart
- Company Wise Organization Chart

→ Leave and Attendance Management

- Configure Business Rules For Leave, Attendance, Shift, Overtime etc.
- Interface with Any Attendance Machine (Bio-metrics, Punch Card, etc.....)
- Shift Management with Shift Correction Facility, different type of solution offerings coverings the best business practices.
- Overtime and COFF Management with Application and Approval Facility
- Holiday and Weekly Off Management with Employee Wise Facility
- Leave Management with Application and Approval
- On Duty Application and Approval
- Advance Leave Application and Approval
- Year End Process For Leave Transfer
- Manual Entry and Corrections.
- Multiple Approval of On Duty, Leave, Overtime, Advance Leave etc. For HR Department
- Attendance Run and Authorization For Locking the monthly Attendance
- We have got Mail and SMS integration with this module.
- **MIS Reports**
 - Attendance Reports
 - Annual Muster – Form 22
 - Over Time Reports
 - Leave, On Duty, Advance Leave, and COFF Reports.
 - Annual, Monthly and Daily Attendance Reports.
 - Other Useful Reports.

Payroll Management

→ Pay Construction

- Define Pay Elements
- Define Unlimited Earning , Deductions , Post Earning , Reimbursement and Off-Cycle Pay Elements
- Define Complex Formulas for Pay Elements
- Design Pay Structure For Employees
- Assign Pay Structure To Employees with Different Pay Modes like Bank Transfer , Cash , Cheque etc

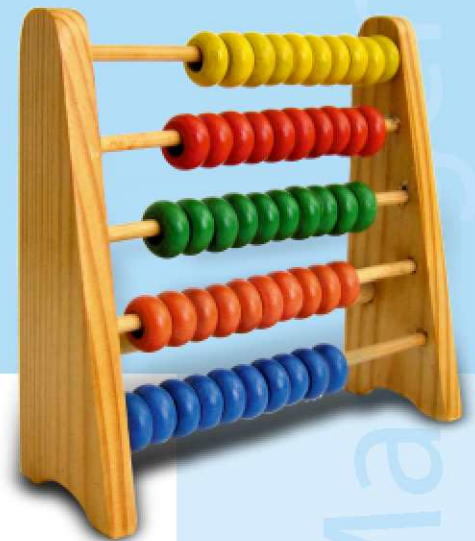
→ Pay Configurations

- Provident Fund and VPF with Provident Fund Group
- Leave Travel Allowance (LTA)
- Pay Group For Different Pay Run
- Leave Encashment Based on Pay Elements
- Overtime Ratio with Designation and Pay Elements Based
- Loans and Advance with Automated Recovery Feature.
- Bonus Feature For any pay Elements
- Professional Tax with Professional Tax Group based on Different States
- ESIC
- Labor Welfare Fund (LWF)
- Gratuity
- Superannuation
- Layoff
- Pay Slip Message

- Pay Run and Authorization For Locking the Payroll For Particular Month
- Pay Adjustment For particular Month with addition , subtraction , replacing and assigning new elements for any employee
- Check List For Errors and Warnings Generated During Pay Run.
- Stop Payment and Release Payment Feature
- Off Cycle Payroll run for Elements which are managed separately.
- Pay Structure Revision and Authorization for Confirmation.
- Arrear Calculation and Authorization
- Overtime Calculation and Authorization with Separate Pay Slip Feature
- Bonus Calculation and Authorization with Separate Pay Slip Feature
- Full and Final Settlement Procedure
- Reimbursement Calculation and Authorization Based on Bill Submission, and Special Reimbursement Slip generation as well.
- TDS Management for tax Calculation.

→ MIS Reports

- PF , ESI and Prof. Tax monthly Reports
- PF Form 5, PF Form 10, PF Form 12A, PF Form 3A, PF Form 6A.
- ESI Form 6, ESI Form 7
- Income Tax Report Form 16, Form 16AA, Form 24 and Form 24Q
- Monthly Pay Statement with Payment Mode like Bank Transfer, Cash, Cheque etc.
- Salary Register with Employee wise and Department Wise
- Element Wise Salary Statements
- Monthly Variance Reports
- Register For Bonus, Over Time, Leave Encashment, Gratuity, GLWF, Super Annulations, Loan, Advance etc.
- Monthly Statements For Bonus, Over Time, Leave Encashment, GLWF, Super Annulations, Gratuity, Loan, Advance etc.
- Arrear Register and Statements
- Monthly Pay Slips for regular payroll, reimbursements, off- cycle payroll, overtime, bonus etc.
- Employee CTC Reports
- Annual Pay Summary Report
- Full and Final Settlement Report
- Pay Structure Revision and Comparison Reports.



→ **Recruitment Management**

- Vacancy Requisition against New Requirement, Left Employee, Retired Employee etc.
- Vacancy Approval Done By HR Department.
- Applicants can Apply Online for Different Positions in Organization, which can help stream line the candidate data for future reference of HR.
- Single Repository For Applicant Resumes and Information
- Efficient Resume Search with Save Facility of Search Criteria
- Interview Call Management
- Interview Evaluation with Different Interview Status like On Hold, Rejected, and Call for another Interview, In Process, and Selected etc.
- Interview Expense incurred for Applicant
- Exit Interview with Designation wise Questions Facility. Format can be prepared according to will of employee.
- MIS Reports

→ **Training Management**

- Define Training Program
- Assign Faculty To Training Program
- Training Calendar
- Application For Training Program
- Approval For Training Program
- Attendance For Training Program
- Evaluation Of Different Training Program
- Budget and Expense For Training Program
- MIS Reports

→ **Insurance Management**

- Define Insurance Policy Designation Wise
- Process For Employee Wise Insurance Policy
- Assign Premium To Employee
- Maintain Insurance Nominee Detail
- Insurance Claim Detail
- MIS Reports

→ **Performance Management**

- Appraisal Competency Parameters
- Confirmation Appraisal Parameters
- Performance Planning Period – Monthly, Quarterly, Half–Yearly, Yearly or Custom Period
- Confirmation Period - Monthly, Quarterly, Half–Yearly, Yearly or Custom Period
- Daily Activity Detail
- Monthly Activity Detail
- Employee KRA
- Performance Review
- Hold and Release Appraisal
- Performance Appraisal
- Organization Hierarchy Wise Authorization
- MIS Reports





→ Organization Change

- Employee Transfer
- Employee Resignation
- Employee Termination
- Employee Promotion
- Employee Reporting Structure Change
- MIS Reports

→ Policies and Forms Publishing

- Publish HR Policies according to designations and different locations
- Or Different companies, Forms and Other Official Contents

→ Organization Survey

- Define Topic, Sections and Questions
- Organization Climate Survey
- MIS Reports

→ Letter Generation

- Define Templates For HR Letters
- Generate HR Letter From Templates

→ News Letter

- Publish News Letter

→ Employee Suggestion

- Employee Suggestion
- Suggestion Information

→ Opinion Polls and Events

- Generate Opinion for Employee
- Create Event and Display

→ Employee and Manager Self Service (ESS and MSS)

- Employee will be allowed to change his own password in his login, his login will be completely rights based.
- Employees can see their Balance Leave, Pending leave, Attendance, Over Time, and On Duty etc.
- Manager Can see the Details of the subordinates.
- Employees Can Apply for Leave, on duty, advance leave, overtime etc.
- Managers Can Approve For Leave, on Duty, Advance Leave, Over Time etc.
- Employees can see their Pay Slips and Compensation Information.
- Employees can enter their Daily Activity, Monthly Activity, KRA, Performance Review, and Appraisal Details.
- Managers can view all the details entered by their sub ordinates.